



CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

POSITION TITLE: CEA 2, CHIEF OF THE POLICY, TRAINING, AND ADVOCACY BRANCH
COMMUNITY CARE LICENSING DIVISION

SALARY: \$5768 - \$8051

FINAL FILE DATE: SEPTEMBER 13, 2005

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Deputy Director of the Community Care Licensing Division (CCLD), the CEA 2, Chief of the Policy, Training, and Advocacy Branch is a key member of the Division's executive team. This position interacts frequently with the legislature and testifies at legislative hearings. Additionally this CEA 2 oversees staff with a significant legislative analysis workload. The position also oversees the development of regulations governing all licensed care facilities, negotiates controversial policy decisions with significant impact on the CCLD, and is often lead on highly visible projects that involve other departments or divisions within the California Department of Social Services. This position is responsible for the development and implementation of the comprehensive training and staff development functions for CCLD. The oversight and staff support for the numerous Advisory Groups consisting of community care providers, placement agencies, client advocates, and legal advocates are also responsibilities within the Branch.

The CEA 2, Chief of the Policy, Training, and Advocacy Branch is authorized to act on behalf of the Deputy Director of the CCLD in the absence of that official, and to authorize and settle administrative actions sought by the Department against licensed Community Care Facilities.

EXAMINATION INFORMATION

The examination process will consist of a screening committee established to screen the application and one-page summary of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and one-page summary of qualifications. Therefore, it is critical that each applicant include specific information on how his/her background, knowledge and

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION (CONTINUED)

abilities meet the minimum qualifications and desirable qualifications. Based on the screening committee's evaluation of the competitive group, interviews will be conducted with the most qualified candidates. A qualifications appraisal panel will ask qualified applicants a number of predetermined job-related questions. It is anticipated that examination interviews will be held during **September/October 2005**. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months or longer, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

DESIRABLE QUALIFICATIONS

Applications will be screened on the basis of knowledge, experience and potential to meet the following desirable qualifications:

- a. Knowledge of the organization and functions of the California Department of Social Services programs, particularly working with oversight agencies.
- b. Experience in developing and negotiating policy and legislation, including testifying at legislative hearings.
- c. Experience in developing regulations and obtaining input from diverse interest groups on controversial regulation packages.
- d. Experience developing and managing comprehensive training and staff development programs for multi-level staff.
- e. Experience in developing strategies to smoothly and effectively implement special projects as a result of regulation or law changes.
- f. Experience working with and providing staff support to diverse stakeholder groups.
- g. Experience or knowledge of the certification, licensing, or placement of specialized populations requiring community care.

In addition, applicants must demonstrate the ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

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DESIRABLE QUALIFICATIONS (Continued)

- (1) Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of training, organizing and motivating staff and groups; knowledge of the legislative process; methods of administrative problem solving; principles and practices of policy formulation and development; human resources management techniques; the Department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- (2) Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity objectives.

The knowledge and abilities indicated above for the **CEA 2** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

All interested applicants must file each of the following documents:

- 1. An Application for Examination (STD 678), specifying which examination you are applying for and**
- 2. A one-page summary of qualifications identifying major accomplishments and experience that specifically demonstrates competitiveness for this examination.**

NOTE: Resumes are optional and **do not** take the place of the one-page summary of qualifications.

Send these documents to: **California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, MS 15-59, Room 1516
Sacramento, CA 95814**

Applications must be postmarked **no later than** the final file date of **September 13, 2005**. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

Questions concerning the exam process should be directed to Lisa Hudson,
at (916) 657-3473

Questions regarding the position should be directed to Moc Van
at (916) 657-2346.